INSTRUCTIONS, DEADLINES, AND FAQS FOR JOINING LEAPFROG'S NHSN GROUP

Hospitals are required to join Leapfrog's NHSN Group in order to be scored and publicly reported on the following measures from Section 7 Managing Serious Errors:

- Central line-associated blood stream infections (CLABSI) in ICUs and select wards
- Catheter-associated urinary tract infections (CAUTI) in ICUs and select wards
- Facility-wide inpatient Methicillin-resistant Staphylococcus Aureus (MRSA) Blood Laboratory-identified Events
- Facility-wide inpatient Clostridium difficile (C.Diff.) Laboratory-identified Events
- Surgical Site Infections from Colon Surgery (SSI: Colon)
- Antibiotic Stewardship Practices (via the NHSN Patient Safety Component – Annual Hospital Survey)

In addition, Leapfrog will obtain teaching status from the NHSN Patient Safety Component – Annual Hospital Survey.

Data will be available for hospital review prior to public reporting on the Hospital Details Page starting on July 12, 2019 for hospitals that:

- Join Leapfrog's NHSN Group by June 20*,
- Enter a valid NHSN ID in the Profile Section of the 2019 Leapfrog Hospital Survey, and
- Complete, affirm, and submit Section 7 of the 2019 Leapfrog Hospital Survey by June 30.

For all other data pulls, NHSN data will be available on the Hospital Details Page on the same date as public release.

*Hospitals that joined Leapfrog's NHSN Group for the 2017 or 2018 Leapfrog Hospital Survey will not need to re-join Leapfrog's NHSN Group in 2019. Hospitals that provided a valid NHSN ID and submitted Section 7 of the 2018 Survey will find their NHSN ID pre-populated in their Hospital Profile when they log into the 2019 Survey. They will still need to submit Section 7 of the 2019 Leapfrog Hospital Survey by the dates below in order to be scored and publicly reported on the five infection measures and their antibiotic stewardship practices.

INSTRUCTIONS FOR JOINING LEAPFROG'S NHSN GROUP

DEADLINES AND REPORTING PERIODS

Join by	Leapfrog will download data from NHSN for all current group members	Data downloaded from NHSN will be scored and publicly reported for hospitals that have submitted Section 7 by	HAI Reporting Period	Antibiotic Stewardship Reporting Period (Patient Safety Component – Annual Hospital Survey)	Available on Hospital Details Page
June 20, 2019	June 21, 2019	June 30, 2019	01/01/2018 – 12/31/2018	2018	July 12, 2019
August 22, 2019	August 23, 2019	August 31, 2019	01/01/2018 – 12/31/2018	2018	September 9, 2019*
October 23, 2019	October 24, 2019	October 31, 2019	07/01/2018 – 06/30/2019	2018	November 7, 2019*
November 30, 2019	December 20, 2019**	November 30, 2019	07/01/2018 – 06/30/2019	2018	January 8, 2020*

* Same date as public release of survey results

** The Leapfrog Hospital Survey closes on November 30, 2019. The last NHSN data pull is on December 20, 2019 to incorporate any corrections facilities that joined by the last join date of November 30, 2019 may have made to their NHSN data since the last NHSN data pull and to take into account changes made due to the CMS Reporting Deadline in November for the 2019Q2 data.

Leapfrog will update data four times per Survey cycle, according to the dates and reporting periods listed in the table above, for all current members of our NHSN group that have provided an accurate NHSN ID in the Profile and have submitted Section 7: Managing Serious Errors.
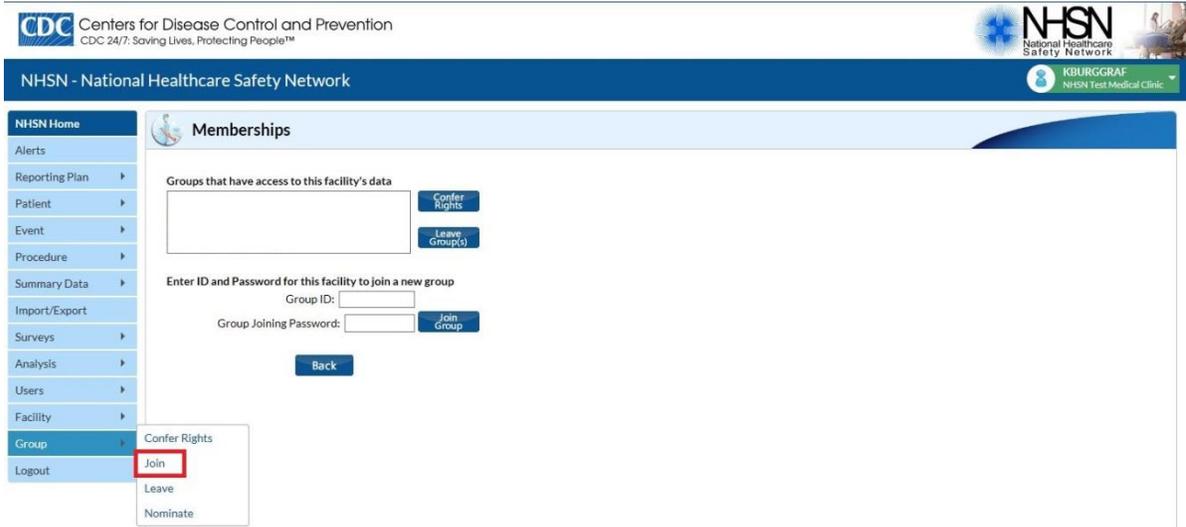
Hospitals that fail to join Leapfrog's NHSN Group and/or provide a valid NHSN ID in the Profile Section of their 2019 Leapfrog Hospital Survey and/or complete, affirm, and submit Section 7 of their 2019 Leapfrog Hospital Survey will be publicly reported as "Declined to Respond" for all five infection measures and for the antibiotic stewardship practices.

Leapfrog recommends that hospitals follow the instructions provided in the Reference Information for Section 7B and 7C in the hard copy of the Survey and save copies of the NHSN 2018 Patient Safety Component – Annual Hospital Survey and CMS IQR Reports on the same day that Leapfrog will be downloading the data from NHSN for all current group members.
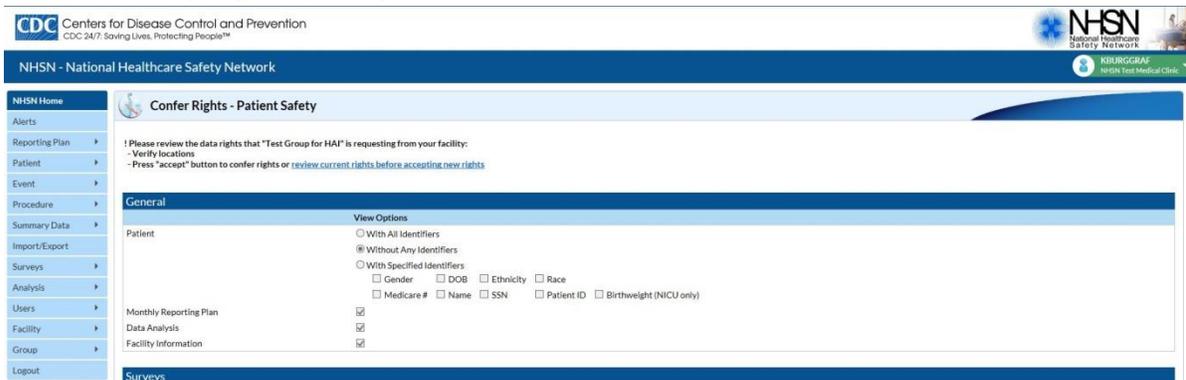
INSTRUCTIONS

Note: Both adult and pediatric facilities are required to join Leapfrog's NHSN Group in order to have data reported for Section 7B and Section 7C of their Leapfrog Hospital Survey.

1. Log into NHSN (needs to be someone with Administrator rights): https://sams.cdc.gov/
2. Select "**Group**" and then "**Join**"

3. Enter the following:
    a. Group ID: **44303**
    b. Group Joining Password: **LeapfrogHospitalSurvey**
4. Select "**Join Group**" button
5. After agreeing to the message, you will be brought to the "**Confer Rights-Patient Safety**" screen where you will see the data that Leapfrog is requesting access to.

Note: Leapfrog's Data Rights Template was last updated on April 5, 2017.

6. You will need to review the requested information and select "**Accept**" at the bottom of the screen in order to share your data with Leapfrog. Users will be prompted to review and accept the Data Rights Template any time Leapfrog makes updates to the data they are requesting access to. Failure to accept these changes means that Leapfrog will no longer be able to obtain data for your facility and your facility will be reported as "Declined to Respond" for all five infection measures in Section 7B and the antibiotic stewardship practices measure in Section 7C.

Infections and other Events (Not specific to MDRO/CDI)						
Includes Applicable Denominators and "No Events" Indicators						
Plan	Month	Year		Month	Year	Event	N/A
In	January	2015	To			BSI - Bloodstream Infection (CLA)	☐
	Location type: CC	Location: (ALL)		Other Location Requirements:	Your Locations: All selected	
In	January	2015	To			BSI - Bloodstream Infection (CLA)	☐
	Location type: CC_N	Location: (ALL)		Other Location Requirements:	Your Locations: All selected	
In	January	2013	To			BSI - Bloodstream Infection (CLA)	☑
	Location type: WARD	Location: Medical Ward		Other Location Requirements:	Your Locations: No locations meet criteria	

a. ◉ and ☑ indicate that the relevant piece of data is being requested by the Group.

b. The ⚠ icon indicates areas of the data rights template that have changed (either a new request or the Group has removed the request).

c. The Group will specify criteria for plan status, time period, and event or denominator type for events and denominators.

d. The Data Rights Template will automatically include both inactive and active locations that a facility has mapped. Please leave the template with all locations checked for each applicable HAI type, and only mark items on the template as "**N/A**" or unselect locations if they do not apply to your facility. Hospitals must include any locations that were active during the reporting period even if they are currently inactive to ensure that Leapfrog obtains the appropriate SIR.

Important Note: Hospitals must provide an accurate NHSN ID in the Profile Section of their survey and complete, affirm, and submit Section 7 of their 2019 Leapfrog Hospital Survey.

More detailed instructions on joining groups in NHSN and accepting the data requested are available here: http://www.cdc.gov/nhsn/pdfs/groups-startup/joingroup-current.pdf

NOTE ON MULTI-CAMPUS REPORTING

In alignment with other sections of the survey, Leapfrog requires that hospitals within a system report individually to the Leapfrog Hospital Survey. This policy also applies to hospitals that share a CMS Certification Number, tax payer ID, hospital license, etc. that are not within a contiguous geographic location. This policy also requires that hospitals report separately to NHSN. NHSN's policy aligns with Leapfrog's and is stated as follows: "If free-standing facilities are located in physically separate buildings, whether on the same property or over multiple campuses, each individual facility should be enrolled separately in NHSN. This applies even if physically separate facilities share a single CMS Certification Number (CCN)."[1]

If your facility or system is currently incorrectly enrolled and reporting data from multiple facilities with a single NHSN ID then you will need to follow these NHSN instructions[1] to address this situation:

1. Continue reporting into one NHSN OrgID for the remainder of the current quarter. For example, if you realize in February 2015 that your healthcare system is incorrectly enrolled, continue reporting this way until all data for 2015 quarter 1 (through March 2015) have been entered.

2. Once all data for the current quarter have been entered, continue to use the established NHSN OrgID for the reporting of data from the largest hospital in the healthcare system. You will need to enroll each of the additional hospitals as separate facilities in NHSN. The process of enrolling separate facilities may begin at any time, however we recommend that facilities wait to enter data into the "new" NHSN facilities until the start of the next quarter.

To enroll facilities, you will need to have "NHSN Enrollment" listed as an activity on your SAMS profile. Email the NHSN Helpdesk (NHSN@cdc.gov) if you need to have "NHSN Enrollment" added to your SAMS profile.

3. Once all data for the current quarter have been entered, inactivate all NHSN locations in the established OrgID that represent units in a physically separate facility. For detailed instructions on inactivating a location, please see page 11 from the 2013 NHSN Newsletter: http://www.cdc.gov/nhsn/PDFs/Newsletters/Newsletter-Dec2013.pdf.

4. Complete enrollment and facility set-up for the new NHSN facilities, including proper location mapping. If the facility was using CDA to upload data into NHSN, each new NHSN facility will need a separate OID. The OIDs for the new facilities can be requested using this process: http://www.cdc.gov/nhsn/PDFs/CDA/OID_Assignment_Procedure.pdf. Once the OIDs are obtained, they should be entered into the new NHSN facilities and shared with your vendor.

[1] Policy and instructions taken from the March 2015 NHSN Newsletter, Volume 10, Issue 1.
http://www.cdc.gov/nhsn/pdfs/newsletters/nhsn-nl-march_2015.pdf